

RESOLUTION NO. 2000-53

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING CLASSIFICATION CHANGES IN TWO
CITY DEPARTMENTS

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BE IT RESOLVED, that the Lodi City Council does hereby approve the reallocation of one (1) Library Assistant position to Senior Library Assistant, and hereby approves the revised Senior Library Assistant class specification as shown on Exhibit A attached; and

BE IT FURTHER RESOLVED that the Lodi City Council does hereby approve the reallocation of one (1) Fire Division Chief position to Fire Battalion Chief and three (3) Fire Engineer positions to Fire Captain.

Dated: April 5, 2000

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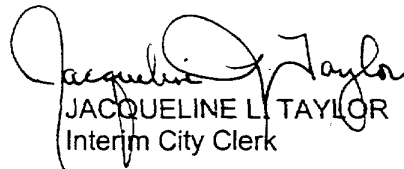
I hereby certify that Resolution No. 2000-53 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 5, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino and Mann (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


JACQUELINE L. TAYLOR
Interim City Clerk

CITY OF LODI

April 5, 2000

SENIOR LIBRARY ASSISTANT**DEFINITION**

Provides a variety of support functions to various library units and offices, this includes public contact, providing information, typing, word processing, record keeping, establishing and maintaining file systems, and performing specialized processing related to library materials and services. This position exercises an advanced level of technical expertise and/or job knowledge relative to the library support function.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Library Assistant by the more complex and difficult duties performed. Positions in this class possess at least one of the following characteristics:

- Responsibility for the coordination of the library support functions of a library service unit.
- Knowledge of and ability to independently apply advanced technical skill to an important departmental function while assuming complete responsibility for that function.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Supervising Librarian. Functional or technical supervision may also be received from department staff. The Senior Library Assistant provides lead direction and training for lower library and/or part-time staff positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Provides lead direction to a library service unit to ensure work is prioritized and completed in a timely manner;
- Participates and assists in the administration of department functions such as, scheduling times when staff work at front desk, reviewing part-time time cards, preparing time reports, budget preparation, and purchasing books and materials;
- Gathers information from individuals or reference sources to process library card and other applications, various forms, and records;
- Responds to requests for information and complaints on regulations and policies;
- Assists in development of training materials and provides training for library unit staff;
- Evaluates effectiveness of training materials and training procedures;
- Assists in the development of new procedures for the service unit;
- Enters and retrieves data from on-line or stand-alone computer systems, following established formats;

EXAMPLES OF DUTIES (cont.)

- Operates computer systems to generate reports and perform other automated processes;
- Types and/or transcribes correspondence, reports, forms and specialized documents related to the library and its functions from drafts, notes, or brief instructions;
- Performs various file maintenance activities;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation;
- Library functions, modern office methods, procedures and equipment, including personal computers and standard software applications;
- Principles of supervision, training and performance evaluation.

Ability to:

- Understand the Library's organization and operations as well as the operations of the City and outside agencies as they relate to functions of the City of Lodi Library;
- Communicate effectively, orally and in writing;
- Plan, organize, and manage specific functions within an assigned unit;
- Work cooperatively with staff, other City departments, outside agencies, and the public;
- Interpret and apply departmental policies, procedures, and rules;
- Type and/or transcribe from handwritten copy;
- Use and operate personal computer, related software and peripheral equipment;
- Compile and maintain complex and extensive records and files;
- Supervise and train subordinates.

EDUCATION AND EXPERIENCE

Education:

- Equivalent to the completion of high school.

Experience:

- Two years of experience comparable to that of the Library Assistant in the City of Lodi.